

Commonwealth of Kentucky
Cash

General

At June 30, departments may have cash on hand or cash in transit that has not been recorded in the accounting system. Each department having cash on hand or cash in transit is responsible for reporting that amount to the Financial Reporting Branch.

Cash on Hand

Form AFR 10 is used to record all monies in the hands of departments or in local bank accounts for which a Cash Receipt Document was not submitted as of June 30. This form is also used to record monies for which a Cash Receipt Document was submitted to the Treasury but not recorded in the eMARS system until after June 30.

Departments are to report this cash according to the fiscal year in which the monies are deposited. The breakdown of revenue is needed only for cash remitted on **new** year CR documents. Statewide Accounting Services needs the total amount of cash remitted on **old** year CR documents broken down into total revenues and total expenditures only. Detailed instructions for AFR 10 follow.

If an entry is made to "Deferred Revenue", please include an explanation in the space at the bottom of the form. Deferred revenues are those for which cash has been received, as of June 30, in exchange for promises to perform services or to furnish goods at some future date.

Submit form AFR 10A for any amounts held by the department that will never be deposited in the central system. Separate instructions for form AFR 10A follow the instructions for AFR 10.

This process is not to be confused or combined with receivables, which are revenues due the Commonwealth, but not received prior to June 30.

Detailed Instructions

AFR 10

Cash on Hand/Cash In-Transit

1. Enter the date the form is completed.
2. Enter the official department name.
3. Enter the cabinet and department number.
4. Enter the fund type name.
5. Enter the four-digit fund type number.
6. Of the cash on hand at June 30, enter the amount that will be sent to Treasury on an "old year" CR document to be processed during the closing period. This will match the total amounts listed in item 15 below.
7. Determine the amount that will be sent to Treasury on a "new year" CR document. This amount will equal the total of amounts in item 14 below.
8. Of the amount to be remitted to Treasury on "new year" CRs only, determine the type of revenue the cash represents and record the amount on the applicable line in Column 1. If an entry is made to Deferred Revenue, please include an explanation.
9. For amounts listed as "Refund of Expenditure," give the appropriate object code for each new year amount.
10. Total Column 1 (sum of items 8 and 9). This total should equal item 7 above and also new year CR document(s) listed in item 14.
11. Give the total amount of revenues included in total old year cash in item 6. It is unnecessary to list any revenue codes for old year.
12. Give the total amount of refunded expenditures included in total old year cash in item 6. It is unnecessary to list any expenditure codes for old year cash.
13. Total items 11 and 12 to get total cash attributed to old year. This should match item 6 above and the total amounts in item 15 in the box below.
14. List the new year Cash Receipt document number(s) and the total for each Cash Receipt document. The totals for these document number(s) should agree to the total listed in item 10. If additional room is needed to list all document numbers, please attach a separate sheet and write "See Attached" in the box.

15. List the old year Cash Receipt document number(s) and the total amount for each Cash Receipt document. The total for these document number(s) should agree to the total in item 13. If additional room is needed to list all document numbers, please attach a separate sheet and write "See Attached" in the box.
16. Enter the name of the person who prepared this form.
17. Enter the phone number of the person who prepared this form.

Detailed Instructions
AFR 10A
Private Cash Accounts

1. Enter the date the form is completed.
2. Enter the official department name.
3. Enter the cabinet and department number.
4. Enter the fund type name to which the monies would be deposited if they were entered in the system.
5. Enter the four-digit type number.
6. Enter the amount reported as of June 30, 2007.
7. Enter the total revenues received during fiscal year 2008.
8. Enter the total expenditures paid during fiscal year 2008.
9. Enter the amount as of June 30, 2008.
10. Enter the revenue source for the type of revenue received.
11. Enter the amounts for each type of revenue.
12. Enter the total revenue received.
13. Enter the object(s) for the type of expenditure.
14. Enter the amounts for each type of expenditure.
15. Enter the total expenditures paid.
16. Enter the name of the person who prepared this form.
17. Enter the phone number of the person who prepared this form.